

ORDINANCE
NO. 30

AN ORDINANCE ADOPTING RULES AND ORDER OF
BUSINESS FOR THE SOMERSET CITY COUNCIL

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSET that the following rules and order of business for the conducting of council business are hereby officially adopted:

(1) Regular meetings of the Council shall be held the 2nd Thursday of each month at 7:30pm. In the event Thursday falls on a holiday the meeting for that day shall be held at 7:30pm the following Thursday. All official meetings of the Council shall be held in public in the Community Building.

(2) A majority of the members of the Council shall constitute a quorum to do business.

(3) Special meetings shall be called by the City Clerk on the request of the Mayor.

(4) At the hour of the meeting the Mayor shall assume the Chair, call the Council to order and the Clerk shall then call the roll. A quorum being present the Clerk, at each regular meeting shall present to the Council a written copy of the minutes of all proceedings since the beginning of the last regular meeting, and after their correction, if any, and approval, the minutes shall be signed by the Mayor.

(5) The Mayor shall preserve order and decorum; may speak to points of order in preference to other members and shall decide questions of order subject to an appeal to the entire body by any member.

(6) If neither the mayor nor mayor pro tem be present at the hour of meeting, the members present may call one of their own members to preside, and if no quorum appear, may adjourn to any other time, or may send an officer after the absent members. Any member may be fined \$3.00 if he is not excused by the Mayor.

(7) The order of business shall be as follows:

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| 1. Meeting called to order..... | 1 minute |
| 2. Invocation..... | 1 minute |
| 3. Roll Call..... | 1 minute |
| 4. Pledge to Flag..... | 2 minutes |
| 5. Approval of minutes..... | 3 minutes |
| 6. Consideration of matters on Agenda..... | |
| 7. Unfinished Business..... | |
| 8. Reports of Committees..... | |
| 9. New Business..... | |
| 10. Mayor entertains discussion from floor... | 10 - 12 minutes |
| 11. Adjournment | |

(8) When a citizen wishes to be recognized he shall sign in with name and topic. Upon being called on by the Mayor he may proceed with his remarks being allowed the amount of time specified by the Mayor.

(9) In all cases where these rules are silent, reference shall be had to "ROBERTS RULES OF ORDER".

PASSED AND APPROVED THIS 10th DAY OF OCTOBER, 1974.


MAYOR


CITY CLERK